



**Plant Management Division**  
**G-10 Administration Building**  
**50 Sherburne Avenue**  
**St. Paul, MN 55155**  
**Phone 651-201-2300**  
**Fax: 651-297-5158**  
**[www.mn.gov/admin](http://www.mn.gov/admin)**

<b>NAME</b>	<b>DEPARTMENT/DIVISION</b>
<b>CANCEL PARKING IN FACILITY NAME</b>	<b>DATE PARKING TAG RETURNED</b>

### **PARKING CANCELLATION REQUEST**

Your parking contract will remain in effect until the parking contract is duly cancelled AND the Parking Identification Tag is returned to the Plant Management Division Parking Room G-10. Charges will continue to incur until the Parking Identification Tag is returned.

<b>PARKING TAG NUMBER</b>	I understand it is my responsibility to review my paycheck to ensure this deduction has stopped.
<b>TELEPHONE NUMBER</b>	<b>SIGNATURE</b>

### **TO BE COMPLETED BY PMD:**

Parking Identification Tag received by PMD initial \_\_\_\_\_ Date received \_\_\_\_\_

Your last Parking Payroll Deduction will be PPE Date: \_\_\_\_\_ or Invoice charges will stop \_\_\_\_\_

Account # \_\_\_\_\_

Employee ID # \_\_\_\_\_

Copy of returned Parking Identification Tag: \_\_\_\_\_